

July 11, 2011

## **MINUTES OF A REGULAR MEETING OF THE TORRANCE LIBRARY COMMISSION**

### **1. CALL TO ORDER**

The Torrance Library Commission convened in a regular session at 7:00 p.m. on Monday, July 11, 2011 at the Katy Geissert Civic Center Library.

### **2. ROLL CALL**

Present: Commissioners Perkins, Ravine, Ross, Sargent,  
Wasserman, Wengrow, and Chairperson Stapleton.

Absent: None.

Also Present: City Librarian Theyer.

### **3. FLAG SALUTE**

Commissioner Ross led the Pledge of Allegiance.

### **4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Ross moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval.

### **5. APPROVAL OF MINUTES**

#### **5a. MINUTES OF JUNE 13, 2011 LIBRARY COMMISSION MEETING**

The following corrections to the June 13, 2011 meeting minutes were offered:

Page 4, 7E, paragraph 2: "...Commissioner Ravine stated that it would be worthwhile for Commissioners to continue to participate..."

Page 5, 12, "**MOTION:** Commissioner Ross moved to adjourn the meeting in memory of Virginia Levanas to Monday, July 11, 2011..."

**MOTION:** Commissioner Sargent moved for the approval of the June 13, 2011 meeting minutes as amended. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval

### **6. NEW BUSINESS**

#### **6A. FRIENDS OF THE TORRANCE LIBRARY UPDATE**

City Librarian Theyer announced a Friends paperback book sale on July 16, 2011 at Katy Geissert Civic Center Library.

**6B. YOUTH COUNCIL UPDATE**

No report.

**6C. SUNDAY HOURS APPROVAL**

City Librarian Theyer was pleased to announce that the full 32 Sundays of service were restored to the Library. She presented a draft Sunday schedule for 2011-2012 and asked Commissioners to consider three options for the 32<sup>nd</sup> Sunday: the Sunday after Veterans' Day 2011, the Sunday before Labor Day 2011, or Mother's Day Sunday 2012.

Commissioners discussed the options and recommended eliminating the proposed Sunday service on June 17, 2012 and adding the two Sundays prior to Labor Day 2011.

**MOTION:** Commissioner Ravine moved to eliminate the proposed Sunday service on June 17, 2012 and add Sunday service on August 21 and 28, 2011. Commissioner Wasserman seconded the motion; a voice vote reflected unanimous approval.

**6D. ELECT CHAIR AND VICE CHAIR COMMISSIONERS**

**MOTION:** Commissioner Sargent moved to elect Chairperson Stapleton as Chairperson of the Library Commission through June 2012. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval.

**MOTION:** Commissioner Wengrow moved to elect Commissioner Sargent as Vice-Chairperson of the Library Commission through June 2012. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval.

**7. OLD BUSINESS**

**7A. COMMISSION OUTREACH REPORT**

Chairperson Stapleton stated that she had the opportunity to visit a library in Florence, Italy that still uses card catalogs.

Commissioner Sargent stated that she attended a storytime, a card-making workshop at El Retiro Library, and the Cultural Arts Center Foundation annual dinner.

Commissioner Wasserman stated that he visited Los Angeles County Law Library, participated in Torrance High School's Senior Project judging, and had the opportunity to speak with the Torrance High School librarian about cooperative sharing.

Commissioner Perkins stated that she attended a Torrance Symphony concert and an Arts Council meeting.

Commissioner Ravine discussed a visit to the main library in Tacoma, Washington.

## **7B. CALIFORNIA BUDGET REPORT**

City Librarian Theyer noted that the report from California Library Association on the State budget was included in agenda materials. She reported that the compromise funding for public libraries was left intact; however, Library funding could still be in jeopardy if revenues do not materialize and the "trigger bill" is implemented. She stated that, as a result, the California State Library is releasing no funds at this time. She noted that this would not affect Torrance Library's operational budget this year but would hurt Southern California Library Cooperative (SCLS) services. She added that SCLC has called a special Administrative Council meeting for next week and will ask for authorization to use reserves.

In response to Chairperson Stapleton's inquiry, she explained that if the budget passes as is, federal funding would be preserved; however, if the State fails to meet its required level of effort for two years, there would be no matching federal public library funding.

## **7C. CITY OF TORRANCE BUDGET REPORT**

City Librarian Theyer reported that the City passed the 2011-2013 operational budget on June 21, 2011 and included a \$40,000 reduction from library materials and the elimination of two full-time and two part-time vacant positions. She was pleased to announce that the Library will not have to cut a single operational hour at any location.

Commissioner Wasserman initiated a brief discussion centered on City Council's interest and strong support for the Library.

## **7D. PART-TIME EMPLOYEE RECOGNITION BREAKFAST**

Commissioners discussed the June 16, 2011 Part-Time Employee Recognition Breakfast that had 65 attendees. Commissioner Ross commended Commissioner Sargent and Chairperson Stapleton for a job well done and for their expertise. Commissioner Sargent pointed out that Torrance Certified Farmers' Market donated the flowers. Commissioners noted how appreciative the honorees were and how important it is for staff members to meet the Library Commissioners.

## **7E. LIBRARY COMMISSION ANNUAL REPORT**

Commissioner Wengrow thanked Commissioners Ross and Ravine for sending her descriptions of what they did during the year and stated that she would present a draft Annual Report at the August 8, 2011 Commission meeting.

## **8. COMMISSION LIAISON REPORTS**

Commissioner Wasserman suggested that Commission liaisons be selected or reaffirmed at the August 8, 2011 Commission meeting.

## **8A. TORRANCE PUBLIC LIBRARY FOUNDATION**

No report.

**8B. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)**

No report.

**8C. EDUCATION AND SCHOOL RELATIONS**

No report.

**9. MONTHLY DIVISION REPORT**

City Librarian Theyer noted that the Monthly Division Report for June 2011 was included in agenda packets. She discussed staffing changes and announced that Youth Services Librarian Spradlin is on temporary appointment as Senior Librarian supervising Walteria Library.

In response to Commissioner Sargent's inquiry, she advised that the recent Supreme Court decision would not affect Torrance Library because it does not circulate video games.

Responding to Commissioner Perkins' inquiry, City Librarian Theyer advised that North Torrance Library would be closed for three months beginning September 6, 2011 for restroom remodel and patio addition.

A brief discussion centered on recognizing businesses at the July 19, 2011 City Council meeting that donated discount coupons for Summer Reading Program. City Librarian Theyer offered to email a list of sponsors to Commissioners.

Commissioner Ravine related his observation that Summer Reading Program had large participation at Katy Geissert and Henderson Libraries. City Librarian Theyer noted that there are more registrants at every location than this time last year and that participation is charted by school.

**10. ORAL COMMUNICATIONS**

**10A.** Commissioners congratulated City Librarian Theyer for her appointment to the City Librarian position effective July 3, 2011.

**10B.** Commissioners and staff congratulated Commissioner Wengrow on the birth of her grandson.

**10C.** In response to Commissioner Ravine's inquiry about e-mail notification, City Librarian Theyer stated that many patrons have signed up for the service and would bring back information about any impact from it.

**10D.** Commissioner Perkins encouraged Commissioners to attend the Friends paperback book sale on July 16, 2011.

**10E.** Commissioner Ross discussed his participation in the Torrance Youth Council selection committee on June 16-17, 2011. He stated that he was impressed with Youth Council members and that he encouraged them to attend Library Commission meetings.

**10F.** Chairperson Stapleton received clarification that the adult Summer Reading Program was discontinued due to staff time and offered to assist if it reinstated next year.

**10G.** Chairperson Stapleton initiated a brief discussion about e-book loans and public domain materials. City Librarian Theyer explained how libraries purchase bundles from Overdrive and that Torrance Library is the only library in the area that does not have e-books. She stated that staff is investigating beginning with a lending, cooperative system to gauge patron interest before making a significant investment.

**10H.** Commissioner Sargent announced Historical Society's Rock Around the Block on July 21, 2011 and distributed information about a Miracle of Living lecture on July 20, 2011.

**10I.** Chairperson Stapleton encouraged Commissioners to attend the downtown Farmers' Market on Thursday evenings.

**11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING**

Items for the August 2011 Library Commission meeting agenda were listed and include: Friends, Foundation, SCLC, Education and School Relations, Commission Annual Report, outreach reports, Commission goals, liaisons, joint meeting with City Council, e-mail notification, and North Torrance Library.

**12. ADJOURNMENT**

**MOTION:** At 8:24 p.m., Commissioner Ross moved to adjourn the meeting to August 8, 2011 at Katy Geissert Civic Center Library, 3301 Torrance Boulevard, at 7:00 p.m. Commissioner Perkins seconded the motion and, hearing no objection, Chairperson Stapleton so ordered.

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| Approved as Submitted<br>August 8, 2011<br>s/ Sue Herbers, City Clerk |
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